

PROCEDURE 14. EMPLOYEE CONDUCT

A. APPLICABILITY

This procedure sets forth the responsibilities of employees of DoD intelligence components to conduct themselves in accordance with this Regulation and other applicable policy. **It also** provides that DoD intelligence components **shall** ensure, as appropriate, that these policies and guidelines are made known to their employees.

B. PROCEDURES

1. Employee responsibilities. Employees shall conduct intelligence activities only pursuant to, and in accordance with, Executive Order 12333 (reference (a)) and this Regulation. In conducting such activities, employees shall not exceed the authorities granted the employing DoD intelligence component by law; Executive Order, including E.O. 12333 (reference (a)), and applicable DoD directives.

2. Familiarity with restrictions.

a. Each DoD intelligence component shall familiarize its personnel with the provisions of E.O. 12333 (reference (a)), this Regulation, and any instructions implementing this Regulation which apply to the operations and activities of such component. At a minimum, such familiarization shall contain:

(1) Applicable portions of Procedures 1 through 4;

(2) A summary of other procedures that pertains to collection techniques which are, or may be, employed by the DoD intelligence component concerned; and

(3) A statement of individual employee reporting responsibility under Procedure 15.

b. The Assistant to the Secretary of Defense (Intelligence Oversight) (ATSD(IO)) and each Inspector General responsible for a DoD intelligence component shall ensure, as part of their inspections, that procedures are in effect which will achieve the objectives set forth in paragraph B.2.a., above.

3. Responsibilities of the heads of DoD Components. The heads of DoD Components that constitute, or contain, DoD intelligence components shall:

a. Ensure that all proposals for intelligence activities which may be unlawful, in whole or in part, or may be contrary to Applicable Executive Branch or DoD policy are referred to the General Counsel responsible for such component.

b. Ensure that no adverse action is taken against any employee because ~~the~~ employee reports activities pursuant to Procedure 15.

c. Impose such sanctions as may be appropriate upon any employee who violates the provisions of this Regulation or any instruction promulgated thereunder.

d. In any case involving serious or continuing breaches of security by either DoD or **non-DoD** employees, recommend to the Secretary of Defense appropriate investigative actions.

e. Ensure that the General Counsel and Inspector General with responsibility for the component, as well as the General Counsel, DoD, and the **ATSD(IO)**, have access to all information concerning the intelligence activities of that component necessary to perform their oversight responsibilities.

f. Ensure that employees cooperate fully with the Intelligence Oversight Board and its representatives.